

# JOB APPLICATION ASSIGNMENT

**Due:** See course calendar for dates

**Points:** 100 points (10 %)

**Rationale:** This assignment is designed to help you see what types of opportunities you have available to you once you graduate from college. In order to fully do that, I want you to not only look for a potential job that you could apply for, but I also want you to find an internship and a graduate program that you could potentially apply to. This will help you see what all your options are and help you be better informed about your post Clemson decision.

## Assignment:

1. Search for a potential job, internship and graduate school program that you are qualified to apply for.
2. Once you have found all three of these, you need to decide which **one** you would like to “apply” to.
3. After making that decision, research the organization or school. Find out as much as you can before beginning to draft your documents.
4. Create a resume and cover letter geared towards this specific job, internship or graduate program.
5. When you turn in this assignment, you need to turn in the job, internship or graduate program description and any research you found out about them. Do this by copying the description for each of the three into a Microsoft Word document and annotating two resources for each opportunity. As far as turning in the research, copy the links that you found about the company/graduate school. \*See special notes below.
6. Remember that all of the documents need to be contained in one document. So use page breaks. *If you use special formatting for your resume, you can attach your resume separately. If you copy it in Word, margins will be adjusted accordingly, so use caution!*

## Special Notes:

### *Research*

- Put together an annotated bibliography in which you *research* the resources of each job/program/internship, as well as 4-5 sentences *describing* each resource.
- Describe each of the three opportunities, then provide 2 annotated resources *per* job/program/internship (= 6 resources total).
- Choose the one that you will write a resume and cover letter for this assignment. State your purpose for choosing this opportunity above the others.

### *Resume*

- Use the examples of the resume from Blackboard and class notes.
- Do not use a Microsoft Word resume template. If you do, you will not do well on this assignment. Create your own format.
- Make sure your resume is a full page. If it is less, then it looks as though you have not done enough.
- When listing your colleges, please don't put when you started Clemson.
  - i. *Some people put Clemson University August 2000-present. You don't want anyone to know how long it took you to graduate.*
- When listing your duties on your resume, try to quantify some of them.
  - i. *For example, if you worked a part time job during school, let them know how many hours you worked. Worked an average of 30 hours per week gives a much clearer description. If you managed a team, let them know how many people. (Managed a team of 6 people)*

- If you are a Clemson athlete, please make sure to put your sport on your resume and about how many hours per week you devote to that sport. Being an athlete takes up a lot of time.
- Also if you have jobs that are not related to the job you are applying for then you can put what you learned while doing the job instead of the actual duties.
  - For example, Waiting tables, You could put that you learned teamwork and time management skills.*

*Cover Letter*

- Use the examples of the cover letter from Blackboard and class notes.
- For your body paragraphs in your cover letter, make sure to make a strong connection between your skills and this job. Tell them how/why that skill will help them in this job.
  - For example, if you worked an average of 30 hours per week while attending school full time then you may say that you are a hard worker and very organized. You would then want to take that one step further and tell them how those skills will help them in this job.*

**Grading:**

<b>Resume: 40 points</b>	Design, Organization and Format: (15 points)	
	Fit of your resume to the job description and ability to sell yourself: (15 points)	
	Grammar: (10 points)	
<b>Cover Letter: 50 points</b>	Format: (10 points)	
	Persuasiveness: (15 points)	
	Content: (15 points)	
	Grammar: (10 point)	
<b>Grad. School, Internship and Job Description: 5 points</b>	Format: (5 points)	
<b>Research: 5 points</b>	Format: (5 points)	
	<b>Total 100 points</b>	